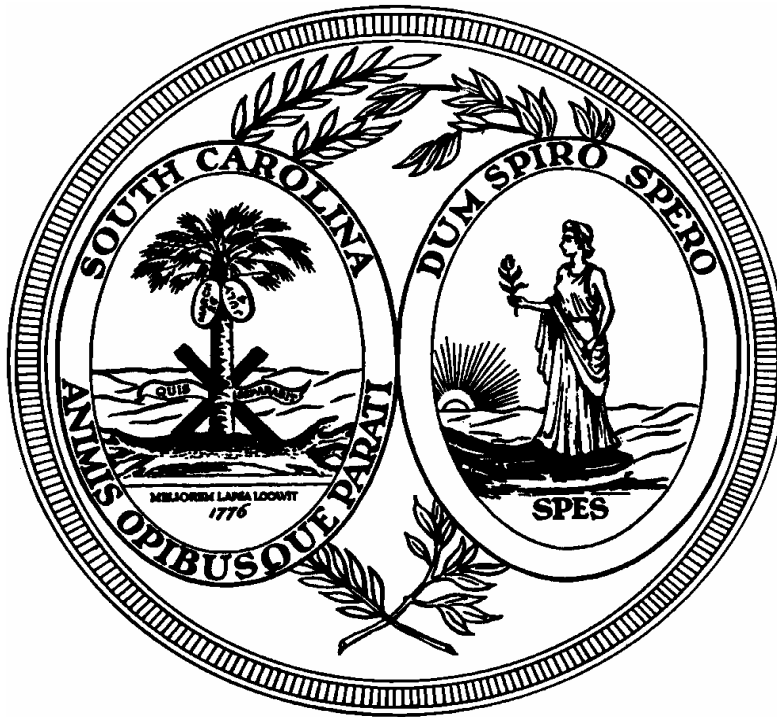


SOUTH CAROLINA

Weatherization Assistance Program

**PY 2009
(Proposed)**

STATE PLAN



**Mark Sanford
Governor**

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OVERVIEW

I.1 Introduction

The Weatherization Assistance Program (WAP) was established under Title IV of the Energy Conservation and Production Act and amended by the National Energy Conservation Policy Act, the Energy Security Act, the Human Services Reauthorization Act of 1984, and the State Energy Efficiency Programs Improvement Act of 1990. The program is administered and funded at the federal level by the U.S. Department of Energy (DOE).

The DOE WAP Plan for South Carolina is based on the rules contained within 10 CFR Part 440; 10 CFR Part 600; and all subsequent guidances contained in DOE Weatherization Program Notices (WPN). It is the responsibility of the subgrantee to know and be familiar with these rules and guidances. All DOE rules and guidances can be found on the web at www.waptac.org.

The South Carolina Governor's Office – Office of Economic Opportunity (OEO) is the State's administering authority for the Weatherization Assistance Program (WAP). Eight local community action agencies will contract with the OEO during Program Year (PY) 2009 to provide weatherization assistance in each of South Carolina's forty-six counties.

This program is designed to assist low-income households in reducing their fuel costs and to contribute to national energy conservation through increased energy efficiency and consumer education. Weatherization measures provided by this program will reduce heat loss and energy costs by improving the thermal efficiency of dwelling units occupied by low-income households.

In addition to DOE funds, fifteen percent (15%) of the State's Low-Income Home Energy Assistance Program (LIHEAP) block grant from the U.S. Department of Health and Human Services (HHS) is used for weatherization assistance.

For planning purposes, the funding is based on the PY 2009 supplemental funding (\$1,997,743) and the PY 2009 proposed allocation (\$1,767,384), for a total of \$3,765,127. The State is planning on expending all DOE weatherization funds by the end of the program year. The adjusted average of \$3,055 will be in use for program year 2009. The State uses 10% for administration - 3% for the State and 7% for use by subgrantees. Subgrantees receiving less than \$350,000 will be allowed to use an additional 5% for administration. The State requires subgrantees and contractors to maintain adequate liability insurance, workers' compensation insurance, and pollution occurrence insurance.

New Changes

■ **PY 2009 Ramp-up**

- > Because of this increase in funding, subgrantees are prepared to manage the increased production by purchasing additional equipment and hiring additional staff and/or subcontractors. Additionally, the State is proposing that the 15% Low Income Home Energy Assistance Program (LIHEAP) WAP funding be expended for capital intensive measures to include roof repair/replacement as well as weatherization measures.

■ **Income Verification**

- > A new statewide computerized database will be implemented. Initially, subgrantees will be entering weatherization applicants and other related information. With this system in place, subgrantees are allowed to qualify an applicant's total household income for the past six (6) months.

■ **Mobile Home Energy Audit (MHEA)**

- > South Carolina will be requesting to utilize a Mobile Home Priority List in lieu of conducting the MHEA for every eligible dwelling. The State will be field testing 40-50 mobile homes with Weatherization Assistant version 8.4. Data will be analyzed by Alex Moore to determine if a Priority List is feasible to use.

II. ANNUAL FILE

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier									
1. TYPE OF SUBMISSION: Application	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier									
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier DE – FA26-008000008									
5. APPLICANT INFORMATION												
Legal Name: South Carolina Governor's Office – Office of Economic Opportunity		Organizational Unit: Department: South Carolina Governor's Office										
Organizational DUNS: 786543020		Division: Office of Economic Opportunity										
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)										
Street: 1205 Pendleton Street		Prefix: Mr.	First Name: Paul									
City: Columbia		Middle Name: F.										
County: Richland		Last Name: Younginer										
State: South Carolina		Suffix:										
Zip Code: 29201		Email: pyounginer@oepp.sc.gov										
Country: United States		Phone Number (give area code) (803) 734-0662										
6. EMPLOYER IDENTIFICATION NUMBER (EIN):		Fax Number (give area code) (803) 734-0356										
<table border="1"> <tr> <td>D</td> <td>1</td> <td>-</td> <td>7</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>		D	1	-	7	0	0	0	0	0		
D	1	-	7	0	0	0	0	0				
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <div style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></div> Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) A. Other (specify)										
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:		9. NAME OF FEDERAL AGENCY: Department of Energy										
<table border="1"> <tr> <td>8</td> <td>1</td> <td>-</td> <td>0</td> <td>4</td> <td>2</td> </tr> </table>		8	1	-	0	4	2	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Program Year 2009 Weatherization Formula Grant				
8	1	-	0	4	2							
TITLE (Name of Program): Weatherization Assistance Program												
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc): State of South Carolina – 46 Counties												
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:										
Start Date: April 1, 2009	Ending Date: March 31, 2010	a. Applicant 6	b. Project 1, 2, 3, 4, 5, and 6									
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?										
a. Federal	\$3,765,127	a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON										
b. Applicant	\$	DATE:										
c. State	\$	b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372										
d. Local	\$	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW										
e. Other	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?										
f. Program Income	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No										
g. TOTAL	\$3,765,127											
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.												
a. Authorized Representative												
Prefix Ms.	First Name Ashlie	Middle Name										
Last Name Lancaster		Suffix										
b. Title Director - Office of Economic Opportunity		c. Telephone Number (give area code) (803) 734-0662										
d. Signature of Authorized Representative		e. Date Signed										

U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE

BUDGET EXPLANATION FOR FORMULA GRANTS

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

1. **PERSONNEL** – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

Position	Percentage of Time
Director	5.23%
Senior Manager for Weatherization	100%
Program Assistant	7%
Program Coordinator	100%
Auditor II	7%
Senior Manager for Fiscal Services	7%
Fiscal Analyst II	7.5%
Business Manager	12.5%

- b. Briefly specify the duties of professionals to be compensated under this project.

DIRECTOR:

Responsible for the overall management of OEO grant programs and staff.

SENIOR MANAGER FOR WEATHERIZATION:

Under supervision of the Director, manages the development and coordination of the WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include monitoring and specialized training and technical assistance. Serves as program liaison.

PROGRAM ASSISTANT:

Under supervision of the Senior Manager for Weatherization, performs duties generally governed by broad instructions, completing special projects for Weatherization. Comprehends Weatherization Programs and disseminates accurate program information based on public inquiries. Ensures that program information regarding Weatherization Programs is properly communicated to subgrantees.

PROGRAM COORDINATOR:

Works under the supervision of the Senior Manager for Weatherization, to ensure the Weatherization Assistance Program operates in accordance with state and federal regulations through monitoring, training, and technical assistance. Coordinate and monitor subgrantees. Ensures that minimal requirements are met and work quality remains consistent by subgrantees throughout the State.

AUDITOR II:

Under supervision of the Senior Manager for Audits, responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. In addition, duties include providing technical fiscal assistance.

SENIOR MANAGER FOR FISCAL SERVICES:

Under supervision of the Director, assures accountability of funds by managing or supervising the management of all financial transactions in accordance with all federal, state, and local requirements. Manages the office's fiscal grant activities and ensures accuracy of financial records.

FISCAL ANALYST II:

Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures and by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.

BUSINESS MANAGER:

Under supervision of the Senior Manager for Fiscal Services, performs varied clerical accounting and bookkeeping duties which may include posting, updating, reconciling, routine auditing and preparing summary financial and statistical reporting. Ensures the accuracy of subgrantee financial status reports and assist with the close-out process of all grants.

2. FRINGE BENEFITS –

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
 - > The fringe cost rates are not approved by a Federal Agency.
- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

	<u>Admin</u>	<u>T&TA</u>	<u>Total</u>
Total Personnel Budget	\$36,318		
Number of Positions (FTE)	1.088	1.374	2.462
Fringe Benefits (to include FICA, Worker's Comp., Unemployment Comp., etc.) est. 19.55%	\$4,547	\$29,523	\$34,070
Insurance (\$2,864/FTE)	\$3,116	\$3,935	\$7,051
Total Fringe Benefits	\$7,663	\$33,458	\$41,121

3. TRAVEL - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.
 - > Foreign: n/a
 - > Domestic:
 - Monitoring**
 - One monitoring visit to each of the eight (8) subgrantees from main office in Columbia to areas within the state for purpose of conducting programmatic monitoring during the program year.
 - **NASCSP Fall Conference**
Monitoring training for weatherization for State office weatherization personnel.
 - **Certification Training – Building Performance Institute (BPI)**
Building Analyst Certificate
 - **DOE National Weatherization Conference**
Conference will offer technical assistance and training that will help participants to continue providing excellent service to their Weatherization clients.

- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).
 - > All travel expenses are reimbursed on the basis of the State of South Carolina's travel regulations and allowable amounts for reimbursement. Current budgeted amounts are based on previous costs.

4. EQUIPMENT –

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
 - > n/a
- b. Briefly justify the need for items of equipment to be purchased.
 - > n/a

5. MATERIALS AND SUPPLIES

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
 - > n/a
- b. Briefly justify the need for items of material to be purchased.
 - > n/a

6. CONTRACTS AND SUBGRANTS

- > The Grantee portion of this budget category represents the WAP's allocated share of OEO's lease agreement for office space rental and vehicle leasing for monitoring and training. Subgrantee contracts are based on subgrantee allocations determined by Federal Poverty Income Levels.

7. OTHER DIRECT COSTS - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
 - > Prior purchases of similar or like items.
- b. Briefly justify the need for items to be purchased.
 - > Vehicle insurance, advertising for the public hearing, and other program announcements are necessary for administration of the grant as well as calibration of blower door and co detector (Fyrite Pro).

8. INDIRECT COSTS -

- a. Are the indirect cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
 - > Indirect cost rates are approved by US Health and Human Services (HHS).
- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.
 - > Next page - copy of the rate agreement – 7.7%

STATE AND LOCAL RATE AGREEMENT

BIN #: 57-63000286

DATE: April 30, 2008

DEPARTMENT/AGENCY:
South Carolina - Office of the Governor
1201 Main St., Suite 950
Columbia SC 29201-

FILING REF.: The preceding
Agreement was dated
March 31, 2006

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES*

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/08	06/30/10	8.7	All	All Programs
PROV.	07/01/10	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2010.		

*BASE:
Direct salaries and wages including all fringe benefits.

(1)

G30919

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. Duns #786543020	2. Program/Project Title Weatherization Assistance for Low-Income Persons	
3. Name and Address State of South Carolina - Office of the Governor Office of Economic Opportunity 1205 Pendleton Street Columbia, South Carolina 29201	4. Program/Project Start Date April 1, 2009	
	5. Completion Date March 31, 2010	

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE PY 2009	81.042	\$0		\$1,767,384		\$1,767,384
2. Supplemental	81.042		\$0	\$1,997,743	\$0	\$1,997,743
3.						
4.						
5. TOTALS		\$0	\$0	\$3,765,127	\$0	\$3,765,127
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T & TA	(4) Subgrantee T & TA		
a. Personnel	\$36,318	\$0	\$116,584	\$0	\$152,902	
b. Fringe Benefits	\$7,663	\$0	\$33,458	\$0	\$41,121	
c. Travel	\$16,500	\$0	\$82,500	\$0	\$99,000	
d. Equipment	\$0	\$0	\$0	\$0	\$0	
e. Supplies	\$3,632	\$0	\$5,850	\$0	\$9,482	
f. Contractual	\$4,250	\$327,680	\$4,375	\$45,000	\$381,305	
g. Construction	\$0	\$0	\$0	\$0	\$0	
h. Other	\$40,765	\$0	\$21,744	\$0	\$62,509	
i. Total Direct Charges	\$109,128	\$327,680	\$264,511	\$45,000	\$746,319	
j. Indirect Charges	\$3,826	\$0	\$13,054		\$16,880	
k. TOTALS	\$112,954	\$327,680	\$277,565	\$45,000	\$763,199	
7. Program Income	0	0	0	0	0	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. Duns #786543020	2. Program/Project Title Weatherization Assistance for Low-Income Persons
3. Name and Address State of South Carolina - Office of the Governor Office of Economic Opportunity 1205 Pendleton Street Columbia, South Carolina 29201	4. Program/Project Start Date April 1, 2009
	5. Completion Date March 31, 2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						\$0
2.						
3.						
4.						
5. TOTALS		\$0	\$0	\$0	\$0	\$1,767,384

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel	\$0				\$109,128
b. Fringe Benefits	\$0				\$28,385
c. Travel	\$0				\$16,500
d. Equipment	\$0				\$590
e. Supplies	\$0				\$9,482
f. Contractual	\$2,888,974	\$112,954			\$3,383,233
g. Construction	\$0				\$0
h. Other	\$0				\$62,509
i. Total Direct Charges	\$2,888,974	\$112,954			\$3,748,247
j. Indirect Charges	\$0				\$16,880
k. TOTALS	\$2,888,974	\$112,954			\$3,765,127
7. Program Income	0	0	0	0	0

II.3 SUBGRANTEE INFORMATION

State: SC Program Year: 2009

Name: Aiken/Barnwell Counties CAC, Inc.	Phone: (803) 648-6836
Address 1: PO Box 2066	Contact: Nick Adams, WAP Coordinator
Address 2: 291 Beaufort Street	Fax: (803) 649-1588
City: Aiken	State: SC Zip Code: 29802-2066
Email: nadams@abac.org	

DOE Allocation:	\$840,099	Counties served:		Congressional Districts:	
Planned units:	243	Aiken	Greenville		2
Type of organization:	CAA	Allendale	Hampton		3
Labor Source:	Subcontractors	Bamberg	Lexington		4
		Barnwell	Richland		6
		Calhoun			

Name: (To Be Announced)	Phone:
Address 1:	Contact:
Address 2:	Fax:
City:	State: SC Zip Code:
Email:	

DOE Allocation:	\$206,676	Counties served:		Congressional Districts:	
Planned units:	55	Berkeley			6
Type of organization:		Colleton			
Labor Source:		Dorchester			

Name: Carolina Community Actions, Inc.	Phone: (803) 324-9767
Address 1: PO Box 933	Contact: Kevin McCrowey, WAP Coordinator
Address 2: 138 S. Oakland Avenue	Fax: (803) 366-5719
City: Rock Hill	State: SC Zip Code: 29731-6933
Email: weatherization@hotmail.com	

DOE Allocation:	\$233,410	Counties served:		Congressional Districts:	
Planned units:	63	Chester	Union		4
Type of organization:	CAA	Fairfield	York		5
Labor Source:	Subcontractors	Lancaster			

Name: Charleston County Human Services	Phone: (843) 724-6760
Address 1: 1069 King Street	Contact: Kenny McClellan, WAP Coordinator
Address 2: PO Box 20968	Fax: (843) 724-6787
City: Charleston	State: SC Zip Code: 29413
Email: kmcclellan@cchscom.com	

DOE Allocation:	\$403,187	Counties served:		Congressional Districts:	
Planned units:	116	Beaufort			1
Type of organization:	CAA	Charleston			2
Labor Source:	Agency Crews	Jasper			
	Subcontractors				

Name:	Chesterfield-Marlboro EOC	Phone:	(843) 320-9760
Address 1:	318-322 Front Street	Contact:	John McCray, WAP Coordinator
Address 2:	PO Box 877	Fax:	(843) 320-9770
City:	Cheraw	State:	SC
		Zip Code:	29520
Email:	jmccray@cmeoc.org		

DOE Allocation:	\$218,826	Counties served:		Congressional Districts:	
Planned units:	58	Chesterfield			5
Type of organization:	CAA	Darlington			
Labor Source:	Subcontractors	Dillon			
		Marlboro			

Name:	GLEAMNS HRC, Inc.	Phone:	(864) 223-8434
Address 1:	237 Hospital Street	Contact:	Ken McClendon, WAP Coordinator
Address 2:	PO Box 1326	Fax:	(864) 223-9456
City:	Greenwood	State:	SC
		Zip Code:	29648
Email:	pkimble@gleamnshrc.org		

DOE Allocation:	\$472,972	Counties served:		Congressional Districts:	
Planned units:	136	Abbeville	McCormick		3
Type of organization:	CAA	Anderson	Newberry		5
		Edgefield	Oconee		
		Greenwood	Pickens		
		Laurens	Saluda		

Name:	Piedmont Community Actions, Inc.	Phone:	(864) 327-1125 or (864) 327-1126
Address 1:	300A South Daniel Morgan Avenue	Contact:	Aaron Tate, Wx Coordinator
Address 2:	PO Box 5374	Fax:	(864) 515-9397
City:	Spartanburg	State:	SC
		Zip Code:	29340
Email:	mthompson@pcasp.org		

DOE Allocation:	\$233,344	Counties served:		Congressional Districts:	
Planned units:	62	Cherokee			4
Type of organization:	CAA	Spartanburg			5
Labor Source:	Subcontractors				

Name:	Waccamaw EOC, Inc.	Phone:	(843) 234-4140
Address 1:	1261 Hwy. 501 East, Suite B	Contact:	Leamon Bellamy, WAP Coordinator
Address 2:	PO Box 1467	Fax:	(843) 234-4141
City:	Conway	State:	SC
		Zip Code:	29528
Email:	leamon.bellamy@weoc.org		

DOE Allocation:	\$266,872	Counties served:		Congressional Districts:	
Planned units:	72	Georgetown			1
Type of organization:	CAA	Horry			6
Labor Source:	Subcontractors	Williamsburg			

Name:	Wateree Community Actions, Inc.	Phone:	(803) 773-9716
Address 1:	PO Box 1838	Contact:	Howard Parnell,, WAP Coordinator
Address 2:		Fax:	(803) 775-9708
City:	Sumter	State:	SC
		Zip Code:	29151-1838
Email:	watereecaa@sc.rr.com		

DOE Allocation:	\$499,222	Counties served:		Congressional Districts:	
Planned units:	143	Clarendon	Lee		5
Type of organization:	CAA	Florence	Marion		6
Labor Source:	Subcontractors	Kershaw	Orangeburg		
			Sumter		

II.4 PRODUCTION SCHEDULE

Number of Units (Excluding reweatherized)	948
Rewetherized Units	0

Vehicles and Equipment \$5,000 or more Average Cost per Dwelling Unit (DOE Rules)

A.	Total of Vehicles and Equipment Budget.....	
B.	Total Units to be Weatherized, from Production Schedule above.....	948
C.	Units to be Rewetherized, from Production Schedule above.....	0
D.	Total Units to be Weatherized, plus Planned Rewetherized Units from Production Schedule above (B and C).....	948
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D).....	0

Average Cost per Dwelling Unit (DOE Rules)

F.	Total of Funds for Program Operations.....	\$2,888,974
G.	Total Units to be Weatherized, plus Planned Rewetherized Units from Production Schedule above (total from D above).....	
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F divided by G).....	\$3,055
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total from E).....	0
J.	Total Average Cost per Dwelling Unit (H plus I).....	\$3,055

II. 5 ENERGY SAVINGS

Method used to calculate energy savings: WAP algorithm: ☒ Other (describe below): ☐

Estimated energy savings (Mbtus): 30,090 (948 x 31.74 MBTU)

Other Energy Savings Method Description: n/a

II.6 TRAINING, TECHNICAL ASSISTANCE, and MONITORING ACTIVITIES

T&TA activities are intended to maintain or increase the efficiency, quality and effectiveness of the Weatherization Program at all levels. The State assesses the training needs of its subgrantees through monitoring visits and State meetings.

Methods Used to Provide Training

- > Formal classroom
- > On-site training
- > Certification Training

Methods Employed to Ensure Quality and Adequate Financial Management Control

The subgrantees will be routinely monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The OEO reviews monthly subgrantee reports (Recap and Household) to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees.

The State has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the state. Additionally, the State has established procedures for monitoring the utilization of such funds by project operators.

Description of Activities to be Undertaken

- The State will coordinate with New River Center for Energy Research & Training (NRCERT) to provide training classes for subgrantee's staff and their subcontractors. The training courses include: (1) Mobile Home Hot Climate Whole House Weatherization; (2) Heating Systems; and (3) Assessments and Diagnostic Testing. The State and subgrantees will be participating in the DOE national weatherization conference. Also, the State will phase in (4) certifiable training through the Building Performance Institute (BPI). At a minimum, weatherization personnel will be obtaining a Building Analyst certificate.
- New employees and/or subcontractors should not begin working in the field until training is provided. Such training will be made available through NRCERT. Training will include:

1) Mobile Home Training

- > Weatherization testing and techniques for mobile homes.
- > Information about the energy use problems that make mobile homes high energy users, and how to identify and correct those problems.
- > Basic mobile home construction
- > Heating system basics
- > Duct sealing techniques
- > Air sealing techniques
- > Belly repair
- > Insulation techniques
- > Blower door and pressure diagnostics for mobile homes.

2) Heating Systems Training

- > Fuel leak test (Gas)
- > Check power supply

- > Inspect heat exchanger,
- > Pilot lighting and safety check
- > Bleed oil furnace
- > Draft and CO testing,
- > Temp Rise test
- > Check electric heating elements
- > Test safety controls

3) Assessment Training

- > Blower Door and Pressure Pan testing,
- > Combustion Appliance Zone Worst Case
- > Gas leaks
- > Gas Cook Stove analysis
- > CO testing
- > Ability to perform Test-in/Test-out procedures

4) Certified Training

- > Building Analyst – BPI Training

Milestones and Estimated Due Dates

- | | | |
|----------------------------|---|--|
| 1) Mobile Home Training | - | 1 st quarter of PY 2009 (April through June 2009) |
| 2) Heating System Training | - | 1 st quarter of PY 2009 (April through June 2009) |
| 3) Assessment Training | - | 1 st quarter of PY 2009 (April through June 2009) |
| 4) Certified Training | - | 4 th quarter of PY 2009 (April 2009 through March 2010) |

II.7 DOE-FUNDED LEVERAGING ACTIVITIES

§440.14(c)(6)(xiv) requires that grantees provide the amount of federal funds to be used, and an explanation of how they will be used, to increase the amount of weatherization assistance to low income clients. Leveraging means the obtaining by a state of additional program-targeted nonfederal cash or in-kind contributions as a result of the Weatherization Program-funded activities.

- > The State will not be leveraging any funds.

II.8 POLICY ADVISORY COUNCIL

<u>Name</u>	<u>Company</u>
Vacant	Berkeley Electric Cooperatives
Ms. Mindy I. Taylor	Progress Energy
Mr. John Frick	Electric Cooperatives of South Carolina
Ms. Mignon L. Clyburn	Public Service Commission
Mr. Homer Mitchell	South Carolina Electric and Gas (SCE&G)
Mrs. Janet Lockhart	South Carolina Energy Office
Mr. Larry D. Floyd	US Dept. of Agriculture and Rural Development
Mr. Ed Bodie	Santee Cooper Power
Mr. George Acker	Duke Power Company
Vacant	Propane Gas Association
Reverend Donnie Chambers	Red Hill Baptist Church
Mr. Arnold Collins	Charleston County Human Services
Mr. Carmen Sanpiago	Acercamiento Hispano
Mrs. Denise Williams	Catawba Indian Nation
Mr. Jim Harris	Piedmont Natural Gas
Mr. Michael A. Gray	United Way of the Midlands

II.9 HEARINGS and TRANSCRIPTS

Public Hearing Announcement

Public Hearing

A Public Hearing will be held in Columbia on Thursday, January 29, 2009, at 2:30 p.m. room 364, Edgar A Brown Building, 1205 Pendleton Street, Columbia, S.C. 29201

As the State administering agency, the Governor's Office of Economic Opportunity will receive comments on the proposed State Plan for the PY 2009 Weatherization Assistance Program (WAP) for Low-Income Households. The grants funded under the Plan will be for the period April 1, 2009 through March 31, 2010. The Federal Program is administered by the United States Department of Energy. Governing regulations are Title 10, Code of Federal Regulations, part 440 Weatherization Assistance for Low-Income Persons. The Office of Economic Opportunity will also receive comments on revisions to the use of the fifteen percent transfer to WAP in the PY 2009 State Plan for the Low-Income Home Energy Assistance Program (LIHEAP) Block Grant. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services administers the LIHEAP program. Federal governing regulations for LIHEAP are the Low-Income Home Energy Assistance Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, as amended.

The proposed WAP State Plan and revisions to the LIHEAP State Plan will be available at the office of each community action agency throughout the State and the Office of the Governor, Office of Economic Opportunity, 1205 Pendleton St., Columbia, S.C. 29201, on January 15, 2009. They will also be available on the OEO website at www.oepp.sc.gov/o eo/. Anyone wanting to submit comments may do so in writing prior to Thursday, January 29, 2009. Comments on the WAP State Plan may be mailed to Mr. Paul Younginer, Senior Manager for Weatherization, 1205 Pendleton St., Columbia, S.C. 29201, emailed to pyounginer@oepp.sc.gov, or faxed to (803) 734-0356. Comments for the LIHEAP State Plan should be forwarded to Ms. Bertie McKie, Senior Manager for Community Services at the same address and fax or by email to bmckie@oepp.sc.gov.

Public Hearing Transcript

II.10 ADJUSTMENTS TO ON-FILE INFORMATION

III.1.3 Priorities

Time Period for Income Verification

The period for determining income eligibility will be based on the total household income accounted for the past six (6) months.

III.2 Weatherization Analysis of Effectiveness

- Energy Audit Procedures
- Weatherization Standards
- Time Period for Income Verification – Last 30 days changed to last 6 months.

III.3 Health and Safety

Lead Paint Hazard Control

II.11 MISCELLANEOUS

DISASTER RELIEF

The South Carolina Department of Energy (DOE) Weatherization Assistance Program (WAP) Disaster Relief Plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The disaster generally involves three phases:

1. The crisis itself;
2. The cleanup; and
3. The repair or rebuilding of the area.

It is not uncommon for weatherization work to be suspended during the crisis and early clean-up period until community services such as electricity, water, and other infrastructure can be returned to normal. The plan will be in effect for a minimum of six months but could be extended dependent upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Local agencies may re-prioritize service requests from these households so that timely weatherization and reweatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance. The burden of proof of what is and is not covered by insurance is put on the policy holder.

Emergencies may be a result of natural or man-made factors. It is the responsibility of the Weatherization Assistance Program, through its subgrantee network, to assist state and community authorities in normalizing areas affected by a disaster by providing WAP resources to assist South Carolina low-income citizens in recovering and rebuilding after the disaster. The Weatherization Program will adhere to the following guidelines when responding to any disasters in which the low-income population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program.

Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the OEO.

Any additional disaster-related funds will be allocated based on the extent of the disaster in each subgrantee area. Funds must supplement, not supplant, other funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of WAP resources. *Attachment 1*, the Disaster Certification form located at the end of this section, should be completed for each client requesting disaster assistance.

Safety measures, such as downed power lines, must be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

Allowable disaster activities may include:

- Evacuation of low-income populations;
- Debris removal and other clean-up work as well as normal weatherization services.

If agency staff is assigned to another area of the state to assist in disaster activities, it will be the parent subgrantee's responsibility to maintain their salaries and to arrange for agency reimbursement.

The following WAP priority list is recommended for disaster homes.

- Labor for gutting damaged components of the house and debris clean up.
- Primary heating system replacement and repair (including ductwork repair; replacement, cleaning and sealing of all joints; and venting, flue and chimney replacement, repair and cleaning).

- Domestic water heaters (venting and flues included).
- Window and door repair and/or replacement.
- Air sealing (basic infiltration and exfiltration work).
- Attic insulation and ceiling coverage.
- Wall insulation.

Eligibility Requirements

WAP subgrantees must ensure that applicants for disaster assistance (1) meet the current eligibility requirements, (2) are located within the designated disaster area and (3) have been directly affected by the disaster. **Homes located in FEMA-sanctioned areas are not eligible for assistance.**

Applicant homes must be certified as habitable, and a disaster certification form must be completed, signed and retained in the client file. The owner of a rental unit must list the property with Section 8 or provide other proof that the unit will remain exclusively for the low-income.

Client income eligibility may be based on one month's income, and client certification will suffice if no documentation is available. Victims needing heating system or water heater repair or replacements will be served first.

If disaster-damaged dwellings have been previously weatherized, they may be re-weatherized without regard to the initial date of weatherization if the damage is not covered by insurance. Victims may receive repair or replacement to domestic hot water heaters as a health-and-safety measure. Repairs to the building structure that exceed the allowable limits must be approved by the state.

Equipment Procurement

Procurement of equipment and appliances can be done through telephone bids in disaster situations and all purchased items should meet minimum energy-efficiency ratings.

Additional Funding

If additional funds are received, a subgrantee may allocate up to \$10,000 per unit. If no additional funds are received, the state plan cost limits apply. Program operations money may be used to support mitigation and clean-up activities. No additional administrative funds will be provided for disaster work.

Disaster Expenditures Accountability and Reporting

Disaster expenditures must be accounted for and reported separately from other costs on the monthly recap report in the Leveraged/Other funds. The costs will not be included in the averages. Budget adjustments must be made within 30 days of the date of the incurred costs.

Contributions

A subgrantee is required to negotiate with an owner/landlord for a co-participation match contribution, but not to the point of hindering the client's chances for receiving services in the event the landlord does not agree or cannot afford to contribute. A recommended landlord contribution is to pay 15% of all non-heating system material and labor costs incurred not to exceed \$450.00 and up to 50% of the heating system and/or refrigerator related materials and labor costs incurred not to exceed \$1,000.00. This payment is due upon completion of the job. It is also understood that if the Landlord refuses to sign this agreement and cooperate fully in this matter, this application for Weatherization services will be returned to the bottom of our waiting list.

DISASTER CERTIFICATION

CAA AGENCY: _____

**CAA AGENCY
REPRESENTATIVE:** _____

APPLICANT'S NAME: _____ **JOB NUMBER:** _____

Prior to any work being performed on your house, the following information must be provided.

Did you receive any funds from FEMA (disaster money) for damage to your house? **Yes** ____ **No** ____

Did you receive any funds from FEMA (individual and family grant program) for personal items? **Yes** ____ **No** ____

Do you plan to continue living in your house? **Yes** ____ **No** ____

Did you receive any funds from insurance or other sources because of the disaster? **Yes** ____ **No** ____

If yes, please provide a list showing the amounts, from whom, and for what the money was provided for.

Provider's Name: _____ **Amount:** \$ _____ **For:** _____

Provider's Name: _____ **Amount:** \$ _____ **For:** _____

Provider's Name: _____ **Amount:** \$ _____ **For:** _____

All **FEDERAL** funds I have received have been spent on allowable measures? **Yes** ____ **No** ____

I certify that the above information is true to the best of my knowledge.

Applicant's Signature

DATE

CAA Agency Representative's Signature

DATE

Disaster Plan - Mobile Homes

Mobile homes manufactured after 1976 receive a Housing and Urban Development (HUD) certification during the manufacturing process. The designation is a 2- by 4- inch red and silver metal tag attached to the back end of the roadside (back door side) of the home. A mobile home damaged by the flood must be checked to ensure that the HUD label has been removed or work is not authorized. These units can be sold only for parts and scrap metal and cannot be sold or represented as a dwelling unit.

Red plastic 4- by 6- inch Prohibition of Sale stickers have been placed on homes determined by the Manufactured Housing Department of the South Carolina Public Service Commission to be in non-compliance and are not to be offered for sale as a dwelling unit. If this red plastic sticker is found on a mobile home and the HUD label is still attached to the home, the unit has problems that must be repaired but that will not necessarily be considered a total loss. In these cases, contact the Public Service Commission to determine what work must be done in order to make this home safe as a dwelling unit. The HUD label is removed when the unit is deemed to be damaged beyond reasonable repair.

The city or county may also have inspected these units and may have tagged them with some other type of warning. If this is the case, the owner must be informed that the issues must be resolved with that governmental body (city or county) prior to any weatherization work.

The Manufactured Housing Department of the South Carolina Public Service Commission has found that homes that have standing water above the floor level usually have received major damage to the load-bearing system of the dwelling. The walls and floor decking of a mobile home are typically glued to the floor joists with water-soluble glue. If the home has been soaked with water above the floor, virtually nothing will be holding the walls and floor together. Repair of all flood-damaged mobile homes manufactured after January 1, 1974, requires recertification that the dwelling has been brought back into compliance with the construction and safety standards to which it was originally manufactured. Therefore, repair of mobile homes manufactured in 1974 or later is impractical for the Weatherization Program if the floor has been water-soaked and is buckled.

Mobile homes manufactured before 1974 are unregulated. Issues involved in repairing and weatherizing these older homes have not been solved. The State would require site-specific approval if a Subgrantee wants to address weatherizing or repairing such a dwelling.

A mobile home that has flood damage to the heating ducts and/or the underbelly area, but which still has the floor decking intact, can possibly be repaired within the normal scope of the Weatherization Program, depending on what else it needs to be properly weatherized. If there are any questions concerning the safety or livability of flood damaged mobile homes, please contact the State.

II.12 ASSURANCES and CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- ☐ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Standard Form-LLL not required
- ☐ Funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If checked, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining,

forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

(Street address, city, county, state, zip code)

1205 Pendleton Street

Columbia, Richland County

South Carolina 29201

☐ Check if there are workplaces
on file that are not identified here.

4. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which, after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

SC Governor's Office – Office of Economic Opportunity

PR/AWARD NUMBER AND/OR PROJECT NAME

DUNS# 786543020

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Ashlie Lancaster, OEO Director

SIGNATURE

DATE

FA-CERTS (10/01)

III. ON-FILE INFORMATION

The definition of "low-income" that the state has chosen for use statewide to determine eligibility under §440.22(a) shall be kept on file per §440.14(c)(6)(xii). Applicants should briefly describe their procedures, in accordance with §440.16(a), to ensure that no dwelling unit is weatherized without documentation that the unit is an eligible dwelling unit. The definition of "children," consistent with §440.3, that the state has chosen shall be kept on file as required by §440.14(c)(6)(xiii).

III.1 ELIGIBLE POPULATION

The state of South Carolina has established, published and implemented procedures to ensure that no dwelling unit may be weatherized without documentation that it is an eligible unit meeting the following criteria:

1. A family unit whose income is at or below 150% of the poverty level as published by the U.S. Department of Health and Human Services.
2. A family unit that contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable South Carolina law at any time during the 12 month period preceding the determination of eligibility for weatherization assistance.

The state of South Carolina has established and implemented the following procedures to ensure that no dwelling unit is reported as completed until the WAP subgrantee has performed a prescribed final inspection. This certification shall include a statement that measures have been inspected and installed in a professional manner and that the work was completed in compliance with state and federal regulations as outlined in this plan.

III.1.1 General Description

Definitions

- Low-income - Any person or household meeting income eligibility, based on 150% of the current federal poverty guidelines.
- Income - Refers to total annual cash receipts before taxes from all sources, with the exceptions noted below. Income **includes** money, wages and salaries before any deductions; net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). Income also includes regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.
- Income **excludes** capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Income also excludes non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance and combat zone pay to the military. Note: Child support payments and college scholarships are also excluded.
- Children - Age 5 or younger

III.1.2 Selection of Areas to be Served

The state of South Carolina will ensure that the low-income members of Indian tribes receive benefits equivalent to the assistance to other low-income persons within the state. The OEO stipulates that local program operators assure weatherization activities include low-income Native Americans.

III.1.3 Priorities

Applicants shall keep on file any priorities given to certain portions of the eligible population in receiving weatherization assistance. Specifically, as required by §440.16(b), briefly describe procedures to ensure that priority is given to the elderly and persons with disabilities.

Elderly	-	50%	(60 years of age and older)
Disabled	-	20%	
Households w/children	-	20%	(Children living in household age 5 or younger)
High energy user	-	5%	(Energy usage above average as a result of household composition or unusual needs for energy)
High energy burden	-	5%	(Where 20% or more of the household income is going towards the energy bill)

Time Period for Income Verification

The period for determining income eligibility will be based on the total household income accounted for the past six (6) months.

Nondiscrimination

No person shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or part with DOE funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified disabled individual as provided in section 504 of the Rehabilitation Act of 1973 also shall apply to this weatherization program.

Temporary disqualification of certain newly legalized aliens from receipt of weatherization benefits

Sections 245A and 210A of the Immigration and Nationality Act (INA), as amended, made certain aliens, legalized under the Immigration and Control Act (ICA) of 1986, temporarily ineligible for Weatherization assistance. The provisions of this law have expired. The only potential implications affecting Weatherization services are those individual cases that were open while this law was in effect.

The Welfare Reform Act, officially referred to as the Personal Responsibility and Work Opportunity Act of 1996, H.R. 3734, placed specific restrictions on the eligibility of aliens for "Federal means-tested public benefits" for a period of five years. As defined in a Federal Register notice dated August 26, 1997 (62 FR 45256) the Department of Health and Human Services (HHS) is interpreting "Federal means-tested public benefits" to include only those benefits provided under Federal means-tested, mandatory spending programs.

HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified aliens, regardless of when they entered the United States, continue to be eligible to receive assistance and services under the Low-Income Home Energy Assistance Program (LIHEAP) if they meet other program requirements. To eliminate any possible contradiction of eligibility for Weatherization services at the State and local level for qualified aliens, the definition adopted by HHS will also apply to the DOE Weatherization Assistance Program.

HHS issued Information Memorandum LIHEAP-IM-98-25 dated August 6, 1998, outlining procedures for LIHEAP and Weatherization grantees serving non-qualified aliens to implement new status verification requirements. This memorandum is based on a proposed rule issued by the Department of Justice (DOJ) on August 4, 1998. The Welfare Reform Act is a complex issue and there is some confusion on the specific application of this part of the Act. To insure Program continuity between LIHEAP and Weatherization for the many subgrantees operating both programs, the DOE Weatherization Assistance Program will follow the interpretation as adopted by HHS. The primary area of confusion resides in the types of local agencies that are exempt/non exempt from "status verification requirements." Local agencies that are both charitable and non-profit, which comprise about three-quarters of the local agency network, would be exempt. **However, those agencies which are designated as local government agencies operating the Weatherization Program would not be exempt and, therefore, must conduct "status verification."** Under the DOJ ruling,

grantees subject to this ruling have 2 years to fully implement this procedure after the publication date of the final rule. As of this date the final rule has not yet been issued.

III.2 WEATHERIZATION ANALYSIS OF EFFECTIVENESS

In order to calculate the most accurate energy savings, subgrantees are strongly encouraged to obtain and track energy usage information from occupants/utilities of the dwellings weatherized. The most useful information would be energy usage records that cover the period for twelve months prior to weatherization and twelve months after weatherization. Usage information will be used to compare actual savings with projected savings. The results can be used to improve the program and identify T&TA needs.

The state of South Carolina WAP has established the policy of evaluating subgrantees' program effectiveness. Programs are assessed through the following:

Program Administration

- Program files and accuracy and timely completion/submission of reports
- Work quality and oversight
- Monitoring reports

Performance Analysis

- Income eligibility.
- Number of Elderly, Disabled, Children, High Energy User, Households with High Energy Burden served.
- Expenditures versus number of dwellings weatherized. Production quotas and expenditures.
- Carbon Monoxide, Blower Door, Refrigerator testing.
- Client education.
- Health and safety.
- Referrals to LIHEAP/CSBG.
- Proper use of Priority Measures/Weatherization measures selected.
- Final inspection/Re-inspections and follow-up.
- Lead safe weatherization work practices and Mold and moisture checklist.
- Personnel training and client education.
- Program files and accuracy and timely completion/submission of reports.
- Work quality and oversight.
- Monitoring reports.

Climatic Conditions

The State of South Carolina is comprised of three basic climatic regions:

- Greenville - Upper State
- Columbia - Central
- Charleston - Lower State

Prior to Assessment

Prior to an assessment of a prospective dwelling, the subgrantee must have a completed application and all necessary paper work, including proof of income eligibility, owner's/renter's name and address/contact information and utility supplier(s).

Prioritization of Work

Work will be done by following the Priority List, starting at measure #1. The maximum average unit cost for overall program expenditure is \$3,055 with DOE funds. Additionally, LIHEAP funds may be used for capital intensive measures including roof repair/replacement. The maximum average amount of LIHEAP funds is \$6,110 for capital intensive measures.

Permission to Proceed

Prior to **any** work being done on a dwelling (including baseload measures) and prior to a subcontractor visiting the dwelling for purposes of evaluating the cost of the job. The subgrantee **MUST HAVE A SIGNED STATEMENT FROM THE OWNER** (or owner's agent) that permission has been granted to perform weatherization and base-load measures on and at the dwelling. The statement **MUST** include a list of measures that are proposed to be installed. If walls are to be blown, the statement **MUST** indicate that the owner / owner's agent has seen pictures of what a wall blow includes and how it will look when completed. If windows are to be installed, the state **MUST** indicate that the owner / owners agent is aware that the measure will not include cosmetic treatment of the window trim. **If a refrigerator is to be installed, the statement MUST clearly indicate who owns the refrigerator.** A copy of this statement with owner's / owner's agent signature clearly visible **MUST** be in the job file. A second copy **MUST** be given to the tenant and the original **MUST** be given to the owner / owner's agent.

Energy Audit Procedures

Site-Built Dwellings

South Carolina has approval from DOE to utilize Priority Measures for site-built homes which are listed below. The Priority Measures were developed by D&R International based on NEAT for South Carolina. The NEAT will be used to determine whether or not the heating system warrants replacing.

Priority List - Site-Built Dwellings

1. AIR SEALING

- Use the blower door and digital manometer to guide air sealing.
- Determine the closure target: calculate building volume, perform blower door test, and find the closure target on the table provided during training.
- Determine the Minimum Ventilation Rate/Building Tightness Limit (MVR/BTL) of each home. Never seal below this limit. Pets and smokers require more ventilation.
- Seal plumbing, electrical, and HVAC penetrations through ceiling, flooring, and exterior walls. Use proper materials for high-temperature surfaces.
- Add sufficient ventilation when house is air sealed too tightly. Check the MVR/BTL to determine how much ventilation is required.

2. ATTIC INSULATION

- Check electrical circuits. Enclose exposed wires and connections in junction boxes.
- To prevent insulating over knob-and-tube wiring, build dams before attic blow. Alternatively, consider re-wiring knob-and-tube circuits in attic.
- Check attic ventilation. There should be 1 square foot of attic net free vent area for every 300 feet of ceiling area. Half of the vent area should be located low and half should be located high to induce good ventilation.
- Add attic insulation per guidelines below.

Region	Heating Fuel/System	Threshold R-Value ¹	Final R-Value ^{2,3}		Region	Heating Fuel/System	Threshold R-Value ¹	Final R-Value ^{2,3}
1	Propane	R-30	R-41		2	Propane	R-19	R-38
1	Electric Resistance	R-19	R-38		2	Electric Resistance	R-19	R-38
1	Natural Gas	R-19	R-38		2	Natural Gas	R-19	R-38
1	Heat Pump	R-11	R-30		2	Heat Pump	R-11	R-30

Region 1 – Columbia, Greenville, and Florence areas

Region 2 – Charleston areas

1. The threshold R-value is the level of existing insulation above which additional insulation is NOT cost effective
2. The final R-value is the combined R-value of the existing attic insulation and any added during weatherization
3. If blown cellulose insulation is being added AND at least half of the attic area has less than the threshold R-value, the entire attic may be insulated to the final R-value in the table.

3. DENSE-PACK SIDEWALL INSULATION

- Sidewall Insulation - Drill test holes to determine existing insulation.
- If there is no existing wall insulation, dense-pack all sidewall cavities with insulation.
- If all test holes indicate existing wall insulation, skip sidewall insulation measure.
- If some wall cavities have existing insulation and some do not, drill additional test holes to determine if sidewall dense-packing is warranted. If at least half of the wall cavities have no existing insulation, dense-pack all sidewalls with insulation.
- After sealing major attic and floor bypasses, insulating the attic, and dense-packing the sidewalls, take another blower door reading to determine if closure target has been reached. If not, use the digital manometer to locate and seal the remaining bypasses.
- Fill sidewalls with densely packed cellulose. Standard cavities should fill in only a few minutes. If longer, check for blowouts.

4. SMART THERMOSTAT

- For central heating and/or cooling systems, setback thermostats can be cost effective if the client is educated on the proper use of these devices.
- Do not install if client has difficulty understanding the instructions. Document in file.

5. COMPACT FLUORESCENT LAMPS (CFLs)

- Replace incandescent bulbs used more than one to two hours per day.
- Maintain or moderately improve existing lighting levels.

6. SEAL AND INSULATE DUCTS

- Seal accessible ducts, connections, and boots with mastic.
- Insulate ducts located outside the conditioned space with foil-faced duct insulation, which has a R-value of R-4 to R-11.
- Pressure pan test all registers with blower door running to determine relative air leakage of tested sites.

7. FLOOR INSULATION

- Add R-30 to all uninsulated floors or maximum amount that joist dimensions will allow unless space heating is provided by an electric heat pump, in which case add R-19.
- Do not add floor insulation if there is any existing insulation and space heating is provided by natural gas or electric heat pump.
- If existing insulation is R-11 or less and space heating is provided by propane or electric resistance, add R-11.
- Excessive moisture from frequent rain or high water tables can enter a house through the crawl space and cause mold, mildew, and structural damage. Even if no floor insulation is added, install plastic sheeting on the entire dirt floor of crawl spaces to reduce or eliminate this source of moisture.

8. REFRIGERATOR REPLACEMENT

- Estimate annual electricity consumption by metering or locate usage in a database.
- Cost must include delivery and installation of the new refrigerator, and removal and environmentally responsible de-manufacturing of the old unit.
- Replacement should be determined by using the guide below:

Annual kWh/yr of Existing Unit	Annual kWh/yr of New Refrigerator				
	300 kWh/yr	400 kWh/hr	500 kWh/yr	600 kWh/yr	700 kWh/yr
900	\$633	\$528	\$422	\$817	\$211
1000	\$739	\$633	\$528	\$422	\$317
1100	\$844	\$739	\$633	\$528	\$422
1200	\$950	\$844	\$739	\$633	\$528
1300	\$1,055	\$950	\$844	\$739	\$633
1400	\$1,161	\$1,055	\$950	\$844	\$739
1500	\$1,266	\$1,161	\$1,055	\$950	\$844
1600	\$1,372	\$1,266	\$1,161	\$1,055	\$950
1700	\$1,477	\$1,372	\$1,266	\$1,161	\$1,055
1800	\$1,583	\$1,477	\$1,372	\$1,266	\$1,161

Measure cost must include purchase and installation of new unit, and the removal and environmentally responsible de-manufacturing of the old unit. Analysis assumes a 3.0% discount rate and a 15-year economic life for the new refrigerator.

Mobile Homes – Requesting to continue utilizing a Priority List

The State was approved to use a Priority List for mobile homes April 2007. The development of the Mobile Home Priority List was based on the Mobile Home Energy Audit (MHEA). The State acknowledges that a new version of MHEA was released November 2008 and that DOE is requiring MHEA to be implemented in PY 2009. The State will be field testing 40-50 mobile homes with Weatherization Assistant version 8.4. Data will be analyzed by Alex Moore to determine if a Priority List is feasible to use.

Use of Priority Measures, NEAT/MHEA

Subgrantees **are required** to only provide weatherization services that have been identified as “**Cost Effective**” (a savings to investment ratio of 1.0 or greater) by a DOE approved computerized audit, or other computerized audit approved by DOE and adopted by OEO.

Priority List - Mobile Homes (approved April 2007)

1. DUCT SEALING AND HOUSE PRESSURE REDUCTION

- Pay special attention to leaks at the furnace base plate and duct connector.
- If a mobile home floor return system exists, it must be permanently sealed from the living space, and new adequately sized return system added to the closet. Any crossover duct work should be properly connected, sealed, secured (off the ground), and insulated.
- Ends of delivery ducts should be inspected and sealed off with a sheet metal block a few inches past the delivery register.

2. ROOF-CAVITY INSULATION WITH ASSOCIATED AIR SEALING

- Attic air sealing should always precede attic insulation. Together, these two weatherization measures form the most cost-effective, durable, and practical improvement available to mobile homes with insulation levels at or below R-10.
- Ensure that the attic cavity is not over filled or dense packed.
- Before sealing and insulating the attic, the roof must be inspected to ensure it is strong enough for the crew and contractor traffic this measure may involve.

- Add all necessary roof repair and roof-coating costs to this measure as long as costs do not exceed \$2 per square foot.
- 3. FLOOR INSULATION AND ASSOCIATED AIR SEALING**
- Floor leak testing and air sealing should precede floor insulation.
 - Provide freeze protection for the water pipes as necessary.
 - Make sure the ducts are sealed prior to floor insulation.
 - Ensure that the belly cavity is not overfilled or dense packed. In cavities greater than 8 inches, try to bring the belly bottom up closer to the floor, without damaging the ductwork or water lines.
 - Before air sealing the floor and insulating belly, the estimator must identify the possible hazards to worker's health and safety presented by sewer leaks, animal or insect infestations, and dangerously deteriorated floor joists or decking. These hazards must be corrected before weatherization can proceed.
- 4. FURNACE CLEANING AND TUNE-UP**
- Most furnaces have problems with inadequate airflow or blower control. Adjusting the blower control and cleaning the blower, burner, and heat exchanger, as needed, can save 2% to 10 %.
 - Inspect ducts and remove debris from inside the ducts.
- 5. WATER HEATING PACKAGES**
- Install a low-flow showerhead when shower flow exceeds 3 gallons per minute.
 - Insulate the first feasible 6 feet of hot and cold water pipes.
 - Set the hot water temperature to 120° and educate client as to why this setting is chosen.
- 6. BASELINE ELECTRICITY REDUCTION**
- Replace incandescent bulbs that are used more than one to two hours per day.
 - Set freezer temperature between 0° and 5° and refrigerator temperature between 38° and 40°.
 - Replace refrigerator with energy-efficient model if testing shows annual consumption is high enough to justify measure cost (see single home chart and guidelines).
- 7. AIR SEALING**
- Air sealing is not a major priority unless existing air leakage rate is more than 2,000 CFM50.
 - Maintain or moderately improve existing lighting levels.
 - If air sealing efforts reduce the infiltration below the building tightness limit, add mechanical ventilation as needed.
 - Special focus should be directed at water heater closets. Since combustion air for the water heater is typically provided through grilles in the access door located in the exterior wall, air sealing and insulating should target the three interior walls of the water heater closet. In other words, the thermal and air barriers should be between the water heater closet and the main body of the home.
- 8. SIDEWALL INSULATION**
- Attempts to insulate mobile home sidewalls should be required when an area equivalent to at least one long wall (excluding doors and windows) is feasible, and there is 1" or more of uninsulated space in the wall cavities.

Final Inspection

Each dwelling unit (100% of jobs weatherized or where base load measures were installed) that is being reported as complete for the purpose of obtaining DOE funds must have in the job file an inspection form signed by a designated subgrantee staff person. The inspection form must have information that indicates that

all measures designated to be installed were installed in a workmanlike manner. The signed inspection form certifies that measures installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed, then a written explanation must be included in the file and noted on the inspection form.

Note: A DOE Weatherized unit is a dwelling unit on which a DOE-approved energy audit or priority list has been applied. As funds allow, the DOE measures installed on this unit have an SIR of 1.0 or greater, but also may include any necessary energy-related health and safety measures. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has DOE funds used directly on it must be counted as a DOE completed unit.

Self Declaration

Subgrantees may use an OEO approved form (such as a post card mailed by owner) for declaration of receipt and installation of a new refrigerator. If subgrantee does not receive the self-declaration form within two weeks of delivery, subgrantee must explore other ways of verifying inspection. A measure is not considered completed until it has passed final inspection (1 CFR, Part 440, 16 (g)).

III.3 HEALTH AND SAFETY

The primary purpose of a health and safety plan is to establish the policies and procedures under which health and safety concerns are addressed in the Weatherization Assistance Program (WAP). The state will ensure the prudent use of the Health and Safety funding by subgrantees. The goal is to ensure energy savings result from weatherization services while promoting a healthy and safe environment for clients, contractors, crew, staff, and subcontracted installers. The Health and Safety Procedures are applicable to all activities under the WAP.

Client Education

Client education activities are encouraged. Subgrantees have been trained on client education techniques and opportunities. This training is reinforced during field monitoring visits as our monitors are trained to speak with clients about various energy saving (and some non-energy saving) steps that they can take such as changing filters once a month, using compact fluorescent lights, responsible management of their thermostats, water heater temperature usage and settings, combustion appliance safety, moisture control, and lead safety. Subgrantees are required to distribute lead (when potential for hazard exists), combustion appliance safety (when present), and mold and moisture awareness pamphlets to clients prior to weatherization.

Health and Safety Measures: Those measures necessary to eliminate energy related hazards within a structure, which by their remedy, allow for the installation of weatherization materials while ensuring that the structure is left in a safe condition.

Weatherization Measures: Building shell and equipment measures determined to be cost-effective by DOE.

Weatherization Materials: Those materials listed in Appendix A of the DOE WAP for Low-Income Persons Final Rule, 10 CFR Part 440.

Incidental Repairs: Repairs necessary for the effective performance or preservation of weatherization materials.

Lead Safe Weatherization (LSW): LSW is a set of protocols to be used when disturbing surfaces that may have lead-based paint that will reduce and control the amount of lead dust and paint chips that are generated.

Expenditure Limits and Reporting

There is no limit set for Health and Safety costs. Three percent (3%) of the agency's allocation is designated for Health and Safety. Health and Safety costs are recorded and tracked separately in the accounts and on the house audit/assessment form and reported as a separate line item on the Invoice Voucher. Subgrantees **must** report all expenditures related to Health and Safety on their monthly financial status reports. The number of units that received Health and Safety funds **must** appear on the household report.

Client Health and Safety Measures

Five health and safety concerns are frequently encountered in weatherization of low-income homes. The five hazards described below were chosen for remediation because they represent life and health threatening problems common to low-income housing. Although the problems are serious, practical solutions are available to contractors at reasonable cost with existing technology and equipment. Training has been provided by OEO at the Weatherization Center for Excellence to subgrantee weatherization personnel to deal with each of these. Guidelines are published in the Southeast Weatherization Field Guide.

Carbon Monoxide

Combustible appliances, including furnaces, water heaters, cooking ranges, ovens and vented space heaters, are included in this measure. Testing for safety will be conducted in accordance with Southeast Weatherization Field Guide, section 4.4. The weatherization coordinators have carbon monoxide detection equipment and have been trained in the performance of appropriate safety tests. If measured carbon monoxide exceeds safe levels as prescribed by EPA, ASHRAE, and gas utilities, corrective action is taken which may include cleaning of equipment including chimney or flue, tune-up, correcting pressure imbalances, repair a furnace, and other measures as needed. Carbon monoxide detectors may be installed as needed. For guidance refer to the Southeast Weatherization Field Guide, section 1-7.

Air Quality and Ventilation

Indoor air quality and minimum ventilation levels are addressed in the Southeast Weatherization Field Guide, Section 2.6. Minimum acceptable levels for air changes are based on ASHRAE standards. When necessary, mitigation is provided by determining the source of the problem and implementing an effective mitigation strategy. To assure acceptable ventilation levels, a timed system of mechanical ventilation, with fresh make-up air may be appropriate. Repair of existing exhaust fans may be done by contractor/crew, but new or replacement installations which involve rewiring will require a licensed electrical contractor.

Electrical Safety

Electrical inspection by a licensed electrician is required for each building component (attic, walls, floor) containing knob-and-tube wiring for which insulation is proposed, prior to insulation being installed. Repairs, if necessary, are to be made before insulation work can proceed. The electrician must certify in writing that the knob-and-tube wiring in each component is safe for insulation. Copies of this statement must be posted at the residence and placed in the client's file. The cost of electrical inspection and minor electrical repairs may be charged to the Health and Safety category.

Moisture and Mold

The Weatherization Assistance Program does not encompass mold remediation. DOE funds are not to be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the assessment, the work performance period or the quality control inspection. Where multiple funding sources are used, the performance of any of the aforementioned activities must be expensed to a non-DOE funding source. However, DOE funds may be used to correct energy-related conditions and/or to assure the **immediate health of workers and clients.**

Weatherization of a home, and air-sealing in particular, could potentially increase the risk of moisture and mold in a home, thereby causing structural damage and/or a health risk to the inhabitants. As well, existing mold could pose a health risk to both the inhabitants and the weatherization crew. South Carolina has adopted a set of protocols to ensure that these risks are minimized during weatherization.

A) Moisture Assessment

All homes should be checked for previous or existing moisture problems.

1. Mold in homes arises from conditions of excess moisture. During initial inspection, field coordinators are to assess the homes with special attention to the following signs:
 - a. Evidence of condensation on windows and walls indicated by stains or mold;

- b. Standing water, open sumps, open wells, dirt floors, water stains, etc. in basements. Also, check to see if firewood is stored in the basement and whether laundry is hung there to dry during the winter months;
 - c. Leaking supply or waste pipes;
 - d. Attic roof sheathing shows signs of mold or mildew.
2. Identification of existing or potential moisture problems shall be documented in the client file.
 3. If existing moisture problems are found, no air sealing should be done unless the source of the moisture can be substantially reduced or effective mechanical ventilation can be added to cost-effectively remove the moisture. In some cases, air sealing must be done in order to reduce the source of the moisture (i.e. sealing off crawlspaces from the house, or sealing attic leakage to eliminate condensation on the roof deck).
 4. Because air tightening may cause an increase in relative humidity, client education should include information about moisture problems and possible solutions.
 5. In the course of weatherization, any low-cost measures that help reduce the humidity levels in the house should be installed. Examples of these activities are venting dryers, venting existing bath or kitchen exhaust fans or installing moisture barriers on dirt floors.
 6. A dwelling that has a CFM50 greater than the Building Tightness Limit (BTL) is no guarantee that moisture will not be a problem in that home.

B) Repair or Elimination of Moisture Problems

Repair of moisture problems that might 1) result in health problems for the client 2) damage the structure over the short- or long-term, or 3) diminish the effectiveness of the weatherization measures must be done before the weatherization job is completed.

1. Moisture problems can be reduced or eliminated by controlling the source of the moisture. This can involve:
 - a. Installing a plastic ground cover on a crawlspace floor;
 - b. Venting dryers to the outside of the building;
 - c. Sealing the foundation;
 - d. Providing positive drainage away from foundation;
 - e. Repairing the roof, flashing, gutter, and downspout;
 - f. Educating the client about the sources of moisture that they are able to control.
2. Moisture problems can be reduced or eliminated by ventilating areas where excessive moisture is produced, such as bathrooms and kitchens. This should include installation of a high quality exhaust fan in the subject area and informing the client of the related moisture issues and the proper operation and use of the fan.

Dryer Vents

- a. Electric dryers must be vented to the outdoors of the building whenever feasible; gas dryer vents must always be vented to the outdoors.
- b. Mobile home dryer vents must be extended through the skirting to the outdoors.
- c. Dryer vent ductwork should be smooth surfaced and, whenever possible, not exceed fourteen feet. No more than two 90° elbows may be used in the vent system. Relocation of dryers may need to be considered to meet this vent pipe-length limitation.
- d. Flexible metal vent pipe may be used if it does not exceed six feet in length.
- e. Gas dryer vent pipe should not be installed with sheet metal screws or other intrusive fasteners that will collect lint (according to NFPA 54).

C) Mold Assessment/Clean-up

All homes should be checked for mold during the initial inspection. If a mold condition is discovered during the initial inspection of the home that cannot be adequately addressed by the weatherization crew, then the dwelling unit should be referred to the appropriate public or non-profit agency for remedial action. As well, clients must be notified and informed of the presence of mold in their homes and are to be given a copy of the pamphlet *A Brief Guide to Mold, Moisture, and Your Home*.

1. If the moldy area is less than 10 square feet (about 3 ft. by 3 ft.), then the job can most likely be handled by the weatherization crew.
Professionals should be contacted when:
 - a. The mold covers more than 10 square feet;
 - b. There is evidence of extensive water damage;
 - c. It is suspected that the heating/ventilation/air conditioning (HVAC) system may be contaminated, i.e. there is mold near the intake of the system. The HVAC is not to be run, as it could spread mold throughout the house;
 - d. The water and/or mold damage was caused by sewage or other contaminated water;
 - e. There is a health concern.
2. **For instances when the moldy area is less than 10 square feet, the following steps may be taken:**
 - a. Eliminate or repair all moisture problems using the aforementioned moisture protocols;
 - b. Scrub mold off hard surfaces with detergent and water, and dry completely;
 - c. Absorbent materials, such as ceiling tiles and carpet, may have to be thrown away when they become moldy. Mold can grow on or fill in the empty spaces and crevices of porous materials, so the mold may be difficult or impossible to remove completely;
 - d. Avoid exposing yourself or others to mold;
 - e. Do not paint or caulk moldy surfaces. Clean up the mold and dry the surfaces before painting. Paint applied to the moldy surfaces is likely to peel;
 - f. When unsure about how to clean an item, or if the item is expensive or of sentimental value, a specialist should be consulted;
 - g. **Avoid breathing in mold or mold spores.** In order to limit your exposure to airborne mold, N-95 respirators are recommended when working in moldy areas;
 - h. **Wear gloves.** Long gloves that extend to the middle of the forearm are recommended;
 - i. **Wear goggles.** Goggles that do not have ventilation holes are recommended;
 - j. **Revisit the site(s)** shortly after clean-up to make sure that it shows no signs of water damage or mold growth.

Moisture and Mold Checklist

Item for Inspection	Check for	Explanation, if necessary:
<u>Is water damage, wet areas or mold present with regard to:</u>		
Boxes, books, paper	<input type="checkbox"/> "Yes"	
Carpeting	<input type="checkbox"/>	
Other flooring	<input type="checkbox"/>	
Upholstered furniture	<input type="checkbox"/>	
Drapes	<input type="checkbox"/>	
Walls, wallboard	<input type="checkbox"/>	
Closets	<input type="checkbox"/>	
Ceiling tiles	<input type="checkbox"/>	
<u>Questions regarding the potential for mold or moisture problems:</u>		
Does the area smell moldy or musty?	<input type="checkbox"/>	
Does the roof leak?	<input type="checkbox"/>	
Are there any structural leaks (flashing, windows, etc.)?	<input type="checkbox"/>	
Is ventilation adequate?	<input type="checkbox"/>	
Is the indoor relative humidity too high?	<input type="checkbox"/>	
Are HVAC drip pans clean and flowing freely?	<input type="checkbox"/>	
Is the HVAC system maintained regularly?	<input type="checkbox"/>	
Is landscaping directing water into or under the building?	<input type="checkbox"/>	
Do gutters direct water into or under building?	<input type="checkbox"/>	

Confirmation of Receipt of Mold and Moisture Pamphlet (Required if any inspection items are marked “yes”)

I have received a copy of the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, informing me of the potential risks, clean-up and prevention of mold problems in my dwelling unit. I received this pamphlet before the work began.

Printed name of recipient

Date

Signature of recipient

Self-Certification Option (for tenant-occupied dwellings only)

If the mold pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ **Refusal to sign --** I certify that I have made a good faith effort to deliver the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

☐ **Unavailable for signature --** I certify that I have made a good faith effort to deliver the pamphlet, *A Brief Guide to Mold, Moisture, and Your Home*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

Printed name of person certifying mold pamphlet

Attempted delivery date and time delivery

Signature of person certifying mold pamphlet delivery

Unit Address

Lead Paint Hazard Control

As of December 22, 2008, South Carolina agencies began using the lead notification publication, "Renovate Right – Important Lead Hazard Information for Families, Child Care Providers and Schools." This publication replaced "Protect Your Child From Lead in Your Home." Subgrantees need to provide a copy of "Renovate Right" to each weatherization client that lives in a site-built dwelling built before 1978. Also, the client must sign a "Pre-Renovation Form," as confirmation of receiving the lead brochure.

Pre-Renovation Form

Effective until April 2010.

Confirmation of Receipt of Lead Pamphlet

- ☐ I have received a copy of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools* informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed name of recipient	Date
Signature of recipient	

Self-Certification Option (for tenant-occupied dwellings only) —

If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- ☐ **Refusal to sign** — I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- ☐ **Unavailable for signature** — I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care providers and Schools*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

Printed name of person certifying	Attempted delivery Date and time Lead pamphlet delivery

Signature of person certifying lead pamphlet delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office).

Lead-based paint dust and other residues are hazards that Weatherization workers are likely to encounter in older homes. HUD estimates that four million homes have significant lead-based paint hazards. Furthermore, Weatherization work may directly disturb lead-based paint, possibly creating hazardous conditions. DOE's policy is that Weatherization workers must be aware of the hazard and conduct Weatherization activities in a safe work manner to avoid contaminating homes with lead-based paint dust and debris, and to avoid exposing the occupants, themselves and their families to this hazard. The protocols used to safeguard people from lead-based paint hazards are called Lead Safe Weatherization.

A) Lead Safe Weatherization Protocols

Weatherization subgrantees will provide a copy of the pamphlet, “**Renovate Right**”, to inform the household of the potential risk of the lead hazard exposure. Also, subgrantees are required to have the client sign a form confirming receipt of the lead pamphlet. Other sources of information on lead are listed below: Copies to download are available at www.waptac.org/ and www.hud.gov/offices/lead.

B) When Lead Safe Weatherization Protocols Should Be Used

Lead Safe Weatherization should be performed by Weatherization agencies when all of the following criteria are true:

- a. The dwelling was constructed pre-1978, and
- b. The dwelling has not been determined to be lead-based paint free, and
- c. Either, the amount of disturbed lead-based painted surface exceeds two square feet per room of interior surface, twenty square feet of exterior surface, or 10% of a small component type e.g., window; or the amount of lead-based paint dust that will be generated by the weatherization work exceeds the OSHA defined airborne levels for lead.

C) Federal Government Regulations

Program Notice 02-6 outlines what Weatherization agencies need to know about other Federal agencies' requirements that apply to Weatherization work in situations involving lead-based paint. EPA (for the 406 rule - the Hazard Notification Rule - only) and HUD allow for exemption from their rules if emergency actions are required by imminent danger situations. Certain other conditions will provide exemptions, such as a home designated exclusively for the elderly or disabled where it is certain that no children would live or periodically visit. Consult the rules for specifics.

Department of Housing and Urban Development (HUD) - Office of Healthy Homes and Lead Hazard Control. HUD's Lead-Based Paint Hazard Control Rule, 24 CFR35, (Part 35) - “Lead-Based Paint Poisoning Prevention in Certain Residential Structures” went into effect September 15, 2000, although some of the provisions (the prohibited paint removal techniques) had been in effect since November 1999. The HUD rule was issued under sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Act of 1992, which is Title X of the Housing and Community Development Act of 1992. The HUD rule normally does not pertain to Weatherization work. However, in certain circumstances described below, the HUD rule does apply to Weatherization work.

The HUD rule requires that Weatherization agencies, when using HUD funds or working in HUD program homes, perform the work using “lead-based paint safe work practices,” which have some distinct differences from the “Lead Safe Weatherization” (LSW) as explained in Weatherization Program Notice 02-6. These practices are specified in §35.930 of the HUD regulation for rehabilitation work. While DOE funds may be used for these measures if they are associated with the installation of energy efficiency measures, HUD funds (i.e., CDBG, lead hazard control program, etc.) may also be available in certain communities.

The HUD rule sets “de minimis” levels (two square feet per room of interior surfaces and twenty square feet of exterior or 10% of a small component type - e.g., window) of disturbed painted surfaces for adherence to the rule. Subgrantees should note that in some homes there can be extremely high concentrations of lead present in small surfaces areas that could generate high exposure levels when disturbed and endanger residents. This could result in an OSHA citation. In this case, OSHA worker

safety regulations govern, and employers are obligated to observe good work practices (explained in the program notice as LSW) to ensure that levels of lead-based paint dust are kept below acceptable levels.

When the HUD Regulation *does apply*:

The HUD regulation only applies to Weatherization work when all four of the following conditions are true:

- It is pre-1978 housing, and
- The dwelling has not been certified to be lead-based paint free, and
- The amount of disturbed lead-based painted surfaces exceeds two square feet per room of interior surfaces or twenty square feet of exterior surface or 10% of a small component, e.g., window, and
- Either it is HUD-assisted housing (including HUD Section 8 vouchered housing), and/or HUD funds are being used to weatherize, rehabilitate, or repair the home.

When the HUD Regulation *does not apply*:

The HUD rule does not apply to Weatherization work when anyone of the following five conditions is true:

- It is post-1977 housing, or
- The dwelling has been certified to be lead-based paint free, or
- The amount of disturbed lead-based painted surfaces is less than two square feet per room of interior surfaces or twenty square feet of exterior surface or 10% of a small component, e.g., window, or
- The home is neither a HUD program home, nor is HUD money funding the Weatherization work, or related rehabilitation or repair of the home, or
- The housing is designated exclusively for the elderly or disabled.

Environmental Protection Agency (EPA) - Office of Pollution Prevention and Toxics. Only one of the EPA rules, section 406 of the Residential Lead-Based Paint Hazard Act of 1992, applies to Weatherization work. This is the Hazard Notification Rule, which became effective June 1, 1999, under EPA Final Rule, 40 CFR Part 745 titled; “Lead; Requirements for Hazard Education Before Renovation of Target Housing.” Under certain, fairly common circumstances (explained below), Section 406 requires Weatherization providers to give a copy of the EPA booklet “Protect Your Family from Lead in Your Home” (publication number: EPA 747-k-94-001) prior to the start of work (if mailed, at least seven days before). The rule also has a record keeping requirement. The EPA publication “The Lead-Based Paint Pre-Renovation Education Rule a handbook for contractors, property managers and maintenance personnel,” EPA-747-B-99-004, September 1999, outlines local agencies responsibilities. Multiple copies of both documents can be ordered from the Government Printing Office, 202-512-1800 or 1-866-512-1800.

Section 402. The Lead-Based Paint Worker Certification rule does not apply if the intent of doing the work in the home is Weatherization, therefore, LSW practices utilized while installing energy efficiency measures do not require worker certification.

EPA’s new section 403 rule is the Lead Hazard Standard. More information about this rule can be found at <http://www.epa.gov/lead/regulation.htm>

EPA’s Office of Solid Waste memorandum to RCRA Senior Policy Advisors, EPA Regions 1-10, subject: Regulatory Status of Waste Generated by Contractors and Residents from Lead-Based Paint Activities Conducted in Households, from July 2000, allows disposal of everyday household hazardous materials - residue or debris containing lead-base paint, like replaced windows or discarded clothing - from homes as non-hazardous waste and thus is not subject to toxic chemical disposal rules. Household lead-based paint debris, however, must be handled in a way that will not generate or

discharge lead-based paint debris to the environment, either at the client's home or in transporting to a disposal site. A copy of the EPA Memorandum is posted on the WAPTAC website.

The proposed EPA rule referred to as the Renovation Rule has not yet been sent out to Federal government organizations for comment. DOE strongly believes that this rule does not apply to Weatherization work since we limit work to the installation of energy conserving measures to reduce the energy burden on low-income families. We do not consider Weatherization work to be renovation or remodeling activities.

When the EPA Regulation *does apply*:

The EPA regulation (section 406) only applies to Weatherization work when all three of the following conditions are true:

- It is pre-1978 housing, and
- The dwelling has not been certified to be lead-based free, and
- The amount of disturbed lead-based painted surfaces will exceed two square feet per room of interior surfaces or twenty square feet of exterior surface.

When the EPA Regulation *does not apply*:

The EPA rule does not apply to Weatherization work when any one of the following three is true:

- It is post-1977 housing, or
- The dwelling has been certified to be lead-based paint free, or
- The amount of disturbed lead-based painted surfaces will be less than two square feet per room of interior surfaces or twenty square feet of exterior surfaces; however, it is recommended that Weatherization agencies do hand out the booklet in all cases involving pre-1978 housing, since it is excellent outreach material and the work may change after the job has begun, involving more disturbance of painted surfaces than originally anticipated.

Website reference: <http://www.epa.gov/lead/>
Also, call 1-800-424-LEAD.

Occupational Health and Safety Administration (OSHA). Title X, subtitle C, Section 1031 and 1032, Worker Protection, of the Housing and Community Development Act of 1992 amended the Occupational Safety and Health Administration (OSHA) standards for occupational health and environmental controls in Subpart D of 29 CFR part 1926 by adding a new Section 1926.62 containing employee protection requirements for construction workers (includes Weatherization workers) exposed to lead.

In general, when painted surfaces are disturbed and lead paint is suspected, workers should perform the work in a way that will contain the generated lead dust. The OSHA Construction Standard (1926.62), Good Work Practices, requires that employers assure that good work practices are followed when worker exposure to lead exceeds the action level, which is an 8-hour Time Weighted Average (TWA) of 30 ug/m³ (micro grams per cubic meter). For Weatherization agencies, LSW practices are deemed to constitute the "good work practices" referred to in this rule. Further compliance activities are required if worker exposure to lead exceeds the Permissible Exposure Level (PEL), which is an 8-hour TWA of 50 ug/m³.

Actual measurement of on-site exposure levels is difficult and expensive. When judging the proper level of worker protection for compliance with the OSHA lead exposure regulations, employers may substitute laboratory test results, if they are for comparable activities, in lieu of actual on-site monitoring data. Battelle National Laboratory did some testing to determine exposure levels to lead dust for certain (not all) tasks associated with Weatherization activities. These test results are posted on the WAPTAC website. For these tasks, where the levels of lead-based paint dust can be predicted

to be less than the action level, the Weatherization agencies need not employ most LSW practices in order to be in compliance with the OSHA rule.

In houses where there is the potential for lead exposure, and where Weatherization workers will be performing tasks for which comparable laboratory data are not available, assume that the action level is exceeded and ensure that workers follow LSW procedures.

The Weatherization Program, as well as several states, is performing studies to determine the level of lead-based paint dust generated by typical Weatherization activities. The results are expected in late Fall this year and we will keep you posted.

When the OSHA Regulation *does apply*:

The OSHA rule always applies when painted surfaces are disturbed and workers are exposed to a lead-based paint hazard. When the exposure exceeds the action level and the PEL, i.e., an 8-hour TWA of, respectively, 30 and 50ug/cubic meter, employers are required to have workers observe further precautions. The action level triggers several ancillary provisions of the standard such as exposure monitoring, medical surveillance, and training. Additional requirements must be observed when the PEL is exceeded.

When the OSHA Regulation *does not apply*:

The OSHA Standard always applies; the amount of protection and measures taken varies according to the exposure. If the agency has objective data from test results, or similar operating experience, showing that the particular Weatherization activities being conducted do not exceed the action level, even when lead-based painted surfaces are disturbed, then most of the OSHA standards do not apply.

D) Guidelines Determining When Lead-Based Testing Should Be Done

Consider the following when determining whether testing is worth the time and money on a case-by-case basis:

- a. Houses built from 1978 on may be assumed to be free of lead-based paint, without testing.
- b. In houses built prior to 1940, it is logical to simply assume the presence of lead-based paint and save the cost of testing.
- c. In homes built between 1940 and 1978, testing may not be warranted if the amount of paint to be disturbed is small, since it may be cheaper to perform LSW for a small area than to incur the expense of testing. However, where the amount of paint to be disturbed is relatively large, it may be worth the cost of testing, since a negative result would mean that the crews could dispense with having to perform the LSW protocols.
- d. Mobile Homes: Lead paint was not used in the manufacture of mobile homes, but may be found in varnishes and stains in mobile homes remodeled before 1978.

Testing should be performed by an EPA certified Lead Paint Inspector or Risk Assessor. Limited testing of only those surfaces that will be disturbed, with a certified XRF (X-Ray Fluorescence) operator is recommended. Testing on a case-by case basis where it is related to the installation of energy efficiency measures is an allowable DOE expenditure.

E) Deferral Policy Related to Lead-Based Paint

In determining whether to defer or postpone Weatherization work on a home that has tested positive for lead-based paint or is assumed to have lead-based painted surfaces, agencies should assess the following:

- a. What is the condition of the painted surfaces in the house? Is it so seriously deteriorated that a work person's presence just walking around the house is enough to stir up lead-based paint dust that is a threat to the clients and workers?
- b. What is the extent to which the specific energy efficiency measures determined by the audit will disturb painted surfaces? Will the disturbance generate dust in excess of OSHA minimums?

- c. Will the cost of doing Lead Safe Weatherization work represent a large portion of the total cost and exceed the amount allowed in the state's Health and Safety Plan?

Using the above answers, the agency should conclude one of the following:

- a. Proceed with all the weatherization work, following Lead Safe Weatherization work practices; or
- b. Do some of the weatherization tasks and defer others; or
- c. Defer all of the weatherization work.

Deferral means postponing work until the agency is prepared to work with lead-based paint, or until another agency has corrected the problem so that weatherization can be safely performed.

Weatherization work should not be deferred solely because there is lead-based paint in the home. Even in such a home, regular Weatherization work that does not disturb painted surfaces and does not stir up lead-based paint dust can be done.

F) Funding of Lead Safe Weatherization

Whereas DOE funds may be used to pay for Weatherization activities that disturb lead-based painted surfaces while installing energy efficiency measures or for case-by-case testing, the funds may not otherwise be used for abatement, stabilization or control of lead-based paint hazards, or routine entrance and clearance testing. However, U. S. Department of Housing and Urban Development (HUD) funds such as Community Development Block Grant (CDBG), lead hazard control programs and HOME Repair and Rehabilitation Program funds may be used to do this work. Also, the U. S. Department of Health and Human Services' (HHS) Low-Income Home Energy Assistance Program (LIHEAP) may be used for certain expenses related to Lead Safe Weatherization.

Specifically, for DOE funding, agencies should budget Lead Safe Weatherization costs under health and safety as a separate cost category, excluded from the calculation of average cost per home. Lead Safe Weatherization costs include labor, material, insurance, training, and equipment.

G) Liability Insurance

Subgrantees must obtain Pollution Occurrence Insurance before any weatherization work is done.

H) Training

South Carolina subgrantees received LSW training on March 25, 2003 and February 20, 2004.

Beginning April 2010, federal law will require that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination.

Crew and Staff - Health and Safety Standards

The standards included here provide only general guidelines for health and safety concerns. Detailed specifications regarding worker health and safety are found in OSHA Safety and Health Standards (29 CFR 1926.1010) published by the U.S. Department of Labor, and corresponding WISHA Rule WAC 296-62. Worker safety rules of general application are also contained in the Southeast Field Guide, section 1.2. Another source of safety rules is found in "First Aid In The Workplace", written by Grant B. Goold, MPA/HAS, EMTP. These standards are applicable to all workers providing services using funding under the DOE WAP program.

Training and Monitoring

The weatherization coordinator is responsible for maintaining the contractor's weatherization health and safety program. Specific responsibilities may be delegated to adequately trained and competent personnel.

1. Employee Training

New employees should not begin working in the field until training is provided. Training will include:

- a. Conventional health and safety issues such as heavy lifting, safe ladder usage, electrical safety, power tools, other work practices, and conditions encountered in the weatherization program.
- b. Use, maintenance, and importance of protective equipment such as eye and ear protection, respirator, and gloves.
- c. Proper usage of hazardous chemicals and substances such as foams, sealants, and cleaners in the weatherization work environment.
- d. The Material Safety Data Sheets (MSDS) provided by suppliers that describe the method to properly handle potentially hazardous materials. Inform employees where the MSDS are located, how to understand their content, and how to obtain and use appropriate hazard information.

2. **Safety Meetings**

Safety meetings should be conducted monthly. The content of meetings should focus primarily on issues of current importance, for example, OSHA requirements, new information on safety procedures, or product related information (MSDS). During the meeting, employees should be encouraged to ask questions.

The main purpose will be the ability of the employee to retain and understand information covered during the meeting. Limit the amount of information covered to just one issue, when possible, such as lifting, tool maintenance, electrical equipment, or understanding of Material Safety Data Sheets. Posters relating to such matters are available and should be displayed during the month that particular issue is discussed.

Minutes of each meeting (listing topics discussed and concerns) should be recorded and kept on file. A list of employee attendance will be included.

3. **On-Site Inspection**

An announced, on-site inspection of each crew shall be conducted monthly by the weatherization coordinator or designee. This inspection will include:

- 1) Ascertaining the extent of the client's understanding of weatherization activities being performed. If health and safety issues are documented, this information shall also be included in the discussion.
- 2) Inspecting condition of personal safety equipment and confirming that all crew members are adequately supplied. Crew members must wear prescribed equipment if warranted by the activities being conducted.
- 3) Checking that each crew vehicle is supplied with a:
 - Complete first aid kit designed to provide basic first aid.
 - Adequately charged hand-operated fire extinguisher, designed for all three types of fire (electrical, wood, and liquid). Ensure service date has not expired.
 - Binder containing list of hazardous chemicals (common and chemical name), location where they are used, usage and hazardous information (signs/symptoms of exposure and required first aid), and list of Material Safety Data Sheets. (Note: Copies of MSDS are not required if master files are accessible by all crew members).
 - Inspect hand and power tools and similar equipment. Any found to be defective shall be tagged and removed from service. Equipment not in use shall be properly stored.
 - Inspect work area to ensure activities are conducted in a safe manner, including provision of adequate light, proper disposal of debris, connection of power equipment to a ground fault circuit interrupter, and resolution of health and safety issues.

General Work Practices

The prevention of occupationally induced injuries and illnesses will be given precedence over production activities. Weatherization personnel are required to exhibit caution and care during the course of the work day.

1. The Crew Leader/Foreman

The Crew Leader/Foreman is responsible for being in compliance with any instructions pertaining to health or safety as they apply to crew production activities:

- a. Contact client before performing work. Provide the opportunity for discussing crew activities that will occur and occupant safety while work is in progress. When subcontractors are used, the WAP weatherization coordinator or designee will be responsible for client contact.
- b. Ensure each crew member is reasonably protected when production activities are being conducted.
- c. For pre-1978 buildings: If lead-based paint is assumed or found by testing to be present, and in the course of weatherization, to be disturbed, ensure that lead safe weatherization practices are employed. Inform the client of the nature of the work to be done, and encourage that children be off-site while the work is taking place. Set up containment of the area, appropriate to the activity - confine dust to as small an area as possible. Ensure crew is properly equipped with protective clothing and properly fitting HEPA respirators, and wear the gear during the course of lead work. Ensure that when cutting, drilling, or sanding, crew wet the surface to minimize dust. (See sections on Personal Protective Equipment, Hand and Power Tools, and Housekeeping Activities for further guidance on Lead-Safe Weatherization Practices. See also Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work written by Montana State University under contract with DOE and HUD.

2. Personal Protective Equipment

The use of personal protective equipment will be strictly enforced. Hearing and ear protection are required for individuals working around high decibel equipment. Each crew person will wear a respirator, protective eye-wear, and protective clothing when necessary. Respiratory protection is required for individuals working in high dust environments, including when using loose fill insulation blowing equipment, installing materials in attic and floor areas, and during prolonged use of grinding or power saw equipment. When working in an environment in which lead based paint dust will be generated, each employee within the work area may be required to wear a properly fitted NIOSH-approved HEPA respirator and protective clothing which will be removed upon vacating the work area.

3. Hand and Power Tools

All hand and power tools and similar equipment shall be maintained in a safe condition. This equipment will be inspected daily, and any equipment found defective shall be tagged and removed from service until it has been repaired or replaced. Protective guards are to be in place and functioning properly while a power tool is in use.

All electrical equipment, tools, and extension cords shall be grounded properly. All electrical power for 120-volt or greater will be protected by a ground fault circuit interrupter (GFCI). Any extension cords found defective (insulation worn or cut, or frayed wires) are to be removed from the job site and disposed of. It is recommended that, when using power tools on surfaces that contain lead-based paint, a HEPA dust collection attachment be used. Tools shall be cleaned after use.

4. General Fall Protection

Portable ladders shall be placed on a substantial base at a four-to-one pitch. Extension ladders are to be extended a minimum of 36 inches above the landing (i.e., where roof access occurs), or where not

practical, be provided with grab rails and be secured against movement while in use. Portable metal ladders shall not be used where they may contact electrical conductors.

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall immediately be withdrawn from service.

Extra precaution is required while weatherization activities are conducted on the roof area. When an individual is above 16 feet or adequate stability cannot be maintained, safety gear, such as harness or safety straps, is required.

5. Housekeeping Activities

All scrap lumber, waste material, and debris shall be removed from the immediate area as work progresses. An area outside the home should be designated for storing such material, which should be removed from the premises at the end of each work day or when the job is completed.

Equipment shall be removed from the immediate work area and properly stored when no longer required or when each phase of the weatherization process is completed. Individuals shall be equipped with a tool belt or vest, in which hand tools not in use are then properly stored and readily accessible when required.

When lead-based paint dust is generated during the course of work, the area must be cleaned no later than the end of each work day. All materials used in the debris collection system must be removed in a lead-safe manner, the area thoroughly vacuumed using a HEPA vacuum, and the area must be washed and wiped down with a detergent solution.

6. Attic/Crawl Space Areas

Before weatherization activities are conducted, the following is required:

- Health and safety corrective action documented on the Building Job Order Sheet is to be completed.
- An adequate and safe means of access is provided.
- Each individual has assessed the area and become familiar with existing conditions.
- When possible, cut out holes required for venting before work is started and install vents after weatherization activities are completed. This procedure provides both additional ventilation and light.
- Precaution shall be taken when working in areas with low clearance. Work in areas with less than 24-inch clearance may be waived.

Walk-Away Standards

The decision to walk-away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Walk-away does not mean that assistance will never be available, but that any work must be postponed until the problems can be resolved and alternative sources of help be found as necessary. Contractors/crews should develop guidelines and a standardized form. The form should include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Walk-away conditions may include:

1. The client has known health conditions that prohibit the installation of insulation and other weatherization materials.

2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.
3. The house has sewage or other sanitary problems so that to begin work on the house would further endanger the client and the weatherization installers.
4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building official or utilities.
5. Moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.
6. Dangerous conditions exist due to high carbon monoxide levels in combustible appliances and cannot be resolved under existing health and safety measures.
7. The client is uncooperative, abusive, or threatening to crew, subcontractors, monitors, inspectors, or others who must work on or visit the house.
8. For lead-based paint refer to the Deferral Policy Related to Lead-Based Paint in section **2.7.5** Lead Paint Hazard Control in this chapter.
9. Contractors/crews are expected to actively pursue all alternative options on behalf of the client, including referrals, and use good judgment in dealing with difficult situations.

III.4 RENTAL PROCEDURES

The state of South Carolina has established policy to ensure that when subgrantees weatherize rental units, financial eligibility is determined and written permission of the owner or his agent is obtained. In multiple unit buildings, the state ensures that 66 percent of the building (50 percent in the case of duplexes or quadraplexes) are eligible units. The state's policy also ensures that the benefits of weatherization accrue primarily to the tenant, including units where the tenants pay for their energy through their rent. The state recognizes that it may weatherize shelters under conditions set forth in 440.22.

State policy for rental units states that for a reasonable period of time, not less than twelve months, the tenant will not be subjected to rent increases unless those increases can be demonstrated to be related matter and conditions other than the weatherization measures performed. State policy also provides an avenue for complaint in such matters. Tenants and landlords are informed in writing that no undue or excessive enhancement shall be provided to the rental unit or building by weatherization assistance.

Leased Dwelling Units

No leased/rented dwelling unit shall be weatherized without first obtaining the written permission of the owner of the dwelling unit or the agent. The benefits of weatherization assistance shall accrue primarily to the low-income tenants. Rents shall not be raised because of the weatherization assistance provided by this grant; and no undue or excessive enhancement will occur to the value of the dwelling units. Signed statements will be obtained from the owners or their agents certifying that rents will not be raised because of work done because of this assistance.

Documentation

All documentation shall remain the property of OEO and in the event of program closure, either by OEO or the subgrantee, such files shall revert to OEO.

III.5 PROGRAM MANAGEMENT

The Governor's Office of Economic Opportunity, through Federal funds:

- Administers programs under assigned grants which provide assistance to the economically or socially disadvantaged citizens of South Carolina and carries out the provisions of the Community Economic Opportunity Act of 1983;
- Provides technical assistance to local agencies and communities in developing and carrying out such programs;

- Provides the Governor with information with respect to programs and policies of all anti-poverty resources;
- Acts as an advocate for the poor at the state and national level and provides the Governor, Legislature and other public and private entities throughout the state with information on socio-economic conditions affecting low-income South Carolinians as requested.
- Mobilizes federal, state and local resources to enable the Governor to effectively respond to the needs of South Carolinians who are economically or socially disadvantaged;
- Monitors, conducts, supervises and administers those matters pertaining to Community Services, Homeless Programs, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in South Carolina in coordination with pertinent state and federal agencies as directed by the Governor, or appropriate Federal authorities, with the concurrence of the Governor;

III.5.1 OVERVIEW

The OEO is organized to administer respective program functions through service units. These are Weatherization, LIHEAP, Community Services, Stewart B. McKinney Act Homeless Programs, Audit, and Fiscal Services. Subgrantees are subject to procedures outlined in OEO Technical Assistance Memoranda.

III.5.2 ADMINISTRATIVE EXPENDITURE LIMITS

Ten percent (10%) is allowable for administration. The state will allocate seven percent (7%) of this amount to subgrantees and retain the other 3 percent (3%). An additional five percent (5%) will be made available to subgrantees receiving grants of less than \$350,000 of new DOE money.

III.5.3 MONITORING - QUALITY ASSURANCE

The subgrantees will be routinely monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The OEO reviews monthly subgrantee reports (Recap and Household) to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees.

South Carolina requires an annual single audit, as required by OMB Circular A-133. Program operations and cost effectiveness are included in the audit report. Prior year single audits for each subgrantee will be desk reviewed before the end of the current program year.

Fiscal Accountability

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both federal and state policy for grants administration. Subgrantees also submit monthly Financial Status Reports. In addition, subgrantees are governed by OMB A-122 for non-profit organizations, which sets forth principles for determining allowable costs of programs under grants, contracts, and cooperative agreements with the federal government.

The state of South Carolina has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the state. Additionally, the state has established procedures for monitoring the utilization of such funds by project operators.

A description of the controls and procedures to be implemented is as follows:

1. The OEO will follow the established fiscal policies and procedures mandated by state law. To accomplish this, the OEO will coordinate these policies with various other branches of state government, including but not limited to the Budget and Control Board, the Office of the Comptroller General, the General Services

Division, the state Treasurer's Office, the state Auditor and other units of the Governor's Office. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

2. The financial standards set forth by the state establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

Desk and Field Audit

Subgrantees that expend \$500,000 or more in federal awards shall have a single audit conducted for that year in accordance with OMB Circular A-133. Refer to OEO Fiscal Guidance Manual.

A field audit may be conducted to assess internal controls, grant compliance and compliance with OEO Fiscal Guidance Manual. Refer to OEO Fiscal Guidance Manual.

Productivity

OEO monitors subgrantee productivity through information provided on quarterly reports and monitoring reports. If a subgrantee falls consistently and considerably below their goal projections, OEO reserves the right to redistribute their unexpended funds.

III.5.4 TRAINING AND TECHNICAL ASSISTANCE (T&TA)

- > The State and subgrantees will utilize T&TA funds for attending local and national weatherization training meetings and conferences.
- > Certification Training – Building Performance Institute (BPI).
- > Specialized Training – New River Center for Research & Training (NRCERT)

Weatherization Standards

The State will be implementing a standards manual for weatherizing dwellings employing the methods taught in Hot Climate Whole House Weatherization Initiative trainings.

Reporting

All work and program reporting is to be performed in accordance with the policies and procedures stipulated in the South Carolina State Plan for DOE Low-Income Home Weatherization Assistance and the grant between the state and the subgrantees.

Operation of the Program

Low-income applicants will be screened for proper eligibility documentation, and each dwelling will be assessed using the approved Priority List or NEAT/MHEA to determine the cost and extent of weatherization measures to be applied to the dwelling.

All contractors hired by subgrantees will adhere to the policies and procedures pursuant to the management and operation of the Weatherization Assistance Program. All work is to be performed in an acceptable manner and checked for thoroughness upon completion by the subgrantee weatherization coordinator. If a contractor fails to render service in an acceptable and satisfactory manner, this will be considered grounds for termination of the grant with the subgrantee. Subgrantees will be responsible for submitting proof of liability insurance by their designated contractor(s) to the OEO prior to the new grant period.

In the event that the Monthly Weatherization Recap and Household Report submitted by a subgrantee indicate fiscal or production irregularity, the OEO will perform a special monitoring visit to identify the problem area(s).

In order to prevent service disruption to eligible clients in the affected area, the grant for service to the counties in which the grant has been terminated will be either amended to allow for the subgrantee in a geographically

adjacent service area to resume service in the affected counties or a RFP will be issued for a new subgrantee. The OEO will provide technical assistance to expedite either transition.

Subgrantee Default, Suspension, Transfer / Termination

The OEO may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEO directives as may become generally applicable at any time;

- Late submission by the subgrantee to the OEO of DOE reports that are incorrect or incomplete;
- Ineffective or improper use of funds provided under this grant; and
- Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives. If the subgrantee is unable or unwilling to comply with the terms of this grant or with additional conditions as may be lawfully applied by DOE to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) days written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the Grantee under this grant. The subgrantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant. Notwithstanding the above, the subgrantee shall not be relieved of liability to the state for damages sustained by the state by virtue of any reimbursement to the subgrantee for the purpose of set-off until such time as the exact amount of damages due the state is determined.

Volunteers

The Office of Economic Opportunity will encourage continued mobilization of volunteer resources by local program operators in an attempt to make more funds available. However, OEO will provide the majority of labor costs for operation of the program. Occupants of the housing being weatherized will be given an opportunity to provide labor where possible as well as volunteers from the Council on Aging, Green Thumb, and other community-based organizations as allowed under terms of liability insurance.

Supplanting

The financial assistance received by the state of South Carolina will not supplant any state or local funds made available for Weatherization Assistance Program activities.

Subgrantee and Subcontractor

- Dwelling is assessed by a subgrantee staff person.
- Subgrantee staff person conducts diagnostic testing.
- Subcontractor submits bid for weatherizing the dwelling.
- Weatherization Coordinator approves bid and notifies subcontractor to begin work.
- Subcontractor conducts “test-out” procedures after dwelling is completed.
- Subgrantee staff conducts “test-out” procedures during final inspection to assure all work is completed properly.
- Subgrantee pays subcontractor.

Reporting Requirements

The state requires subgrantees to submit a year-end closeout report. This report is due annually to the state by April 30th.

The following reports are required on a monthly basis, due 15 days after the end of the previous month:

- Financial Status Report
- Weatherization Monthly Recap Report
- Weatherization Monthly Household Report
- Weatherization Success Stories (if available)